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Dear

This is in reference to an interview which you had on 9 October with a senior member of my staff at which time you were given application forms to complete and return to this address.

Upon reading report, I can assure you that we are interested in hearing from you and hope that you will complete the personnel papers and mail them to us at your earliest convenience. You understand, of course, that we cannot take any action until we have received this information from you.

We look forward to hearing from you soon.

Sincerely,

E. D. Echols
Director of Personnel

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Special Interest